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*Encl.*

15 January 1974

IC STAFF OPERATING INSTRUCTION No. 9

The following procedure is to be followed in coordinating ICS recommendations for USIB consideration.

As items are identified and approved as appropriate for USIB consideration, staffing is to be completed and papers for distribution to the principals prepared at the latest, by the Thursday prior to the following week's USIB meeting. Earlier distribution of material to USIB principals through the USIB Secretary is desirable. Identification of the item is to be furnished  I will coordinate with D/DCI/IC and respond to USIB Secretariat.

STAT

PD/DCI/IC

STAT

Distribution:

✓ All Group Chiefs  
IC Registry  
D/DCI/IC  
AD/DCI/IC  
PD/DCI/IC (subj)